

APPENDIX C INTERIM HISTORIC PRESERVATION GUIDELINES

Introduction

The purpose of this appendix is to provide general guidelines for designers and architects involved in the design of renovated historic buildings or new construction within the Red Cliff historic downtown center.

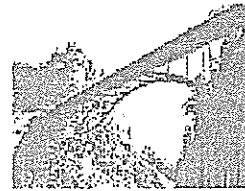
Suggestions by the Red Cliff Master Plan Citizens Advisory Committee (CAC) have recommended the downtown core of Red Cliff have an historical context. The CAC also realized the downtown does not have an abundant supply of historical structures to warrant forming an historical district. However, recognizing this, the Master Plan recommends reviewing the Historic Preservation Ordinance, Ordinance #1 Series 1993 to:

- Protect the town's cultural and aesthetic heritage;
- Encourage civic pride in the distinctive history of the Town;
- Promote the use of historic buildings and public areas.
- The protection and enhancement of the historic character of the downtown area in order to promote the economic viability of the Town through beneficial economic development activities.

There have been no guidelines written other than general criteria inserted in the code to inform developers of expected requirements by the Town. Due to the impact of economic growth in the area, it is important that specific details be included in setting design standards of typical building style, appropriate materials, and design. New construction, renovation, rehabilitation or any modification to old buildings cannot be generalized without losing the historic integrity that contribute to the overall character and nature of the Town. It is also important when informing potential developers the expected standards for new construction that are designed to ensure that new buildings will be compatible with the existing buildings and contribute to the historical character of Red Cliff rather than detract from it.

Important Historical Elements

Historic buildings in the Town Center are few. Photographs taken at the beginning of the 20th century show a typical frontier mining town, similar to many mountain towns such as Carson City, Nevada or Lead, South Dakota. The stores are primarily one



story wooden structures with second story false fronts and wooden sidewalks above a dirt street. 90% of the original commercial buildings have either been torn down and replaced or converted to a different use, primarily residential. Most historical commercial buildings have the following architectural elements in common.

- They are built on a 25 foot wide lot or in 25 foot increments for larger buildings;
- The lower levels are mostly glass;
- The upper levels repeat a rhythm of window openings in a brick wall;
- The building area is built to the front property line, with no setback or indentation except at the entryway;
- The buildings are of a similar height, depending on the number of stories, and they have a parapet above the top floor;
- The buildings all have “flat” roofs that gradually slope toward the rear;
- The buildings are constructed mostly of commercial brick, with applied details and brick detailing.

The traditional commercial façade has two basic parts: The ground level storefront and the upper face of one or more floors.

The *storefront* is a largely transparent window display. It is framed or contained by masonry or iron pier on both sides, and by an iron beam, called a lintel, above. The lintel separates the façade into two parts and adds human scale by defining the pedestrian zone at the street level. The entries are typically recessed.

The *upper face*, in contrast to the storefront, is essentially a flat masonry wall with windows cut into it at regular intervals. Decorative masonry and a cornice are generally applied.

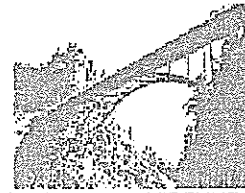
Guidelines for New Construction

New construction should suggest the spirit of early buildings without being gaudy or with excessive applied trim. The rhythm, scale and materials are the most important elements to be considered in new construction.

Each new building should relate to its immediate neighbors. The context of the site is important. The design should strongly relate to adjacent buildings, where they exist.

The following guidelines should be used for new construction:

- The buildings should be built to the front property line;
- There should be a clear distinction between the ground floor and upper floors;

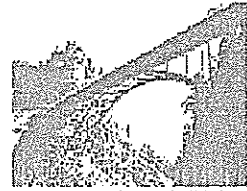


INTERIM HISTORIC PRESERVATION GUIDELINES

- The rhythm, pattern and shape of upper floor windows should be respected;
- The lower level should be essentially transparent (glass) with recessed entries;
- Traditional materials should be used (brick, stone, painted wood and glass);
- The vertical location of moldings and cornices should relate to existing adjacent buildings;
- The building height should be appropriate for the number of floors;
A single story buildings should be 15-18 feet high.
A two story building should be 24 – 28 feet high.
A three story building should be 32-36 feet high.
- A 25 foot lot frontage should be maintained.

The following general standards apply to all treatment undertaken on historic properties listed in the National Register:

- Every reasonable effort shall be made to provide a compatible use for property that requires minimal alteration of the building structure, or site and its environment, or to use a property for its originally intended purpose;
- The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible;
- All buildings, structures and sites shall be recognized as products of their own time. Alterations which have no historical basis and which appear to create an earlier appearance shall be discouraged;
- Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;
- Distinctive stylistic features or example of skilled craftsmanship which characterize a building, structure, or site shall be treated sensitivity;
- Deteriorated architectural features shall be repaired rather than replace, wherever possible. In the event replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural design or the availability of different architectural elements from other buildings or structures;
- The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken;
- Every reasonable effort shall be made to protect and preserve archeological resources affected by or adjacent to, any acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction project.



INTERIM HISTORIC PRESERVATION GUIDELINES

The following copy on an application to the National Trust for historic Preservation, Colorado Historical Society, approved Red Cliff historic preservation ordinance and photographs of historic buildings in Red Cliff:

POSSIBLE DESIGNATIONS FOR RED CLIFF

Designation	Agency
Preserve America Community	CCRA
Colorado Main Street Community	CCRA
National Historic Landmark/District	National park Service
Colorado's Most Endangered Places List	Colorado Preservation Inc.

**Preserve America Community
CCRA**



COMMUNITIES PROGRAM: 2006 COMMUNITY APPLICATION

BACKGROUND

Preserve America is a White House initiative developed in cooperation with the Advisory Council on Historic Preservation and the U.S. Departments of the Interior, Commerce, Agriculture, and Housing and Urban Development. It highlights the efforts of the President and Mrs. Bush to preserve our national heritage. It has several components, one of which is the designation of *Preserve America* Communities.

Preserve America Community designation will be granted to communities that meet three general criteria:

- The community has recently supported a historic or cultural preservation project that promotes heritage tourism or otherwise fosters economic vitality, and involves a public-private partnership between government entities and at least one civic association, nonprofit, and/or business enterprise.
- The governing body of the community has adopted a resolution indicating its commitment to the preservation of its heritage assets.
- The community meets at least five criteria specified in three broad categories: discovering heritage through historic places, protecting historic resources, and promoting historic assets.

APPLICATION PROCESS

Copies of the application form, a list of deadlines, and links to information on some previously designated communities can be found at www.PreserveAmerica.gov/communities.html. Requests for information or forms can also be made by calling the Advisory Council on Historic Preservation at (202) 606-8503, or by e-mailing PAcommunities@achp.gov.

~~Applications are received and reviewed by ACHP staff for completeness. Complete applications are shared with the National Park Service (NPS), and sometimes other agencies, for their independent review. Communities with incomplete or unclear applications may be contacted by ACHP staff for additional information or clarification.~~

When an application is judged complete by the ACHP and the NPS, the name of the community is added to a list pending the next announcement of designated communities. Announcement of designated *Preserve America* Communities will take place several times a year and may be made by official letter, at a public event or by press release. Designated communities will be informed in advance of the pending announcement so that they can arrange for appropriate publicity and local notification.

Attached to your application, please provide the name and title of the head of your local Convention & Visitors Bureau and of your State Tourism Office, as well as both mailing addresses. If your community is designated as a *Preserve America* Community, the Advisory Council on Historic Preservation will formally notify them of your designation.

PRESERVE AMERICA
COMMUNITIES PROGRAM: 2006 COMMUNITY APPLICATION

Guidelines

HELPFUL HINTS FOR PREPARING SUCCESSFUL APPLICATIONS

Communities should follow some simple guidelines in preparing their applications for *Preserve America* Community designation to ensure that their applications are complete and can be processed in a timely manner (item #s refer to sections of the application form):

Item 1: Be sure to consult with your State Historic Preservation Officer while developing your application.

Items 3 & 7: The application must be signed and submitted by the chief elected governing official of the jurisdiction. In most cases, this will mean a mayor, county executive, or tribal chairman. If someone else is designated to do this, there should be a clear authorization for this delegation included in the submission package.

Item 4A: The project you select to feature needs to be one that has been supported by the community within the last three years. Make sure the project description includes information on the public and private partners involved and their roles, and clearly documents how the specific project has promoted heritage tourism or economic vitality in the community. Any data you can share on the economic or other impacts of the project is desirable. Please note that a history of the community or a list of projects supported over the years does **not** meet this criterion. However, such information is welcome as supplementary material.

Item 4B: Resolutions of the local government should be recent and specific to the *Preserve America* initiative, or should be comprehensive and current enough (within the last five years) to show the community's present commitment to the preservation of its heritage assets and the goals of the program. Model resolution language is available at www.PreserveAmerica.gov/communities.html.

Item 4C: Communities should carefully read through the additional criteria for designation and ensure that they adequately document how they meet at **least** five of the criteria, including at least one from each of the three categories (discovering heritage through historic places, protecting historic resources, and promoting historic assets). If there is any question about how well the community meets one of the five selected criteria, then the community should provide information on more than five. Communities should feel free to contact ACHP staff if they have a question about how they fulfill and document specific criteria.

Item 4C(5): The "local governmental body, such as a board or commission, charged with leading historic preservation activities within the community" should be specifically authorized or established by the local government to carry out its duties. Non-profit or quasi-governmental organizations with ex-officio membership of a governmental representative do not meet this requirement unless they have a recognized role under governmental charter or ordinance.

Item 4D: Communities are asked to submit three to five color images, 4" x 6" or larger, or provide digital color images on a CD with a resolution of 300 dpi or greater, that help illustrate their community's character and involvement with preservation. Please provide captions and credits for these images. The images may be used on the *Preserve America* Web site or for other publicity purposes, which will increase the visibility of the community.

Item 5: Additional materials are strongly encouraged, since applications will certainly be enhanced with a showing of community interest and involvement through letters of endorsement and illustrative materials. However, they are not required.

Items 6 & 7: Make sure to read the release authorization and sign and date the application.

**PRESERVE AMERICA
COMMUNITIES PROGRAM: 2006 COMMUNITY APPLICATION**

Application Form

1. GENERAL INSTRUCTIONS

Communities must consult with their State Historic Preservation Officer (SHPO) during development of this application and send a copy of the completed application to the SHPO when it is submitted. (Not required for tribal submissions.)

Check this box to signify that you have done so.

SHPO names and addresses can be found at www.ncshpo.org or by calling (202) 624-5465.

Applications must be submitted in hard copy and will not be returned. Please provide two original copies of all materials and three to five related images as described on page 4. Model application documents are available at www.PreserveAmerica.gov/communities.html. Submission well in advance of one of the quarterly deadlines (March 1, June 1, September 1, December 1) will facilitate timely review.

Submit applications to:

Preserve America Communities
Advisory Council on Historic Preservation
1100 Pennsylvania Avenue, NW, Suite 809
Washington, DC 20004

Sources of additional information:

Office of Preservation Initiatives
Advisory Council on Historic Preservation
(202) 606-8503
Web site: www.PreserveAmerica.gov

2. COMMUNITY INFORMATION

All communities, incorporated or unincorporated, and federally recognized Indian tribes are eligible to seek designation as *Preserve America* Communities.

City: _____ County: _____ Congressional District: _____

State: _____ Indian tribe: _____ Zip: _____ - _____

3. APPLICANT INFORMATION

Application for designation can only be submitted by one of the following:

- Mayor or equivalent elected governing official of an incorporated community;
- County executive or equivalent elected governing official of the appropriate jurisdiction of an unincorporated community; or
- Tribal governing official.

Applicant's Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Street/Delivery Address (No Post Office Boxes): _____

City: _____ State: _____ Zip: _____

Attn: _____ Phone: _____ E-mail: _____

For more information, contact: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

4. DESIGNATION CRITERIA AND REQUIRED DOCUMENTATION

A community will qualify for designation as a *Preserve America* Community if:

- A. The community has supported (within the last three years) a historic or cultural preservation project that promotes heritage tourism or otherwise fosters economic vitality. The project must have involved a public-private partnership between government entities and at least one civic association, non-profit organization, or business enterprise. *(Please provide a written description of a specific project, documenting how it fulfills these requirements. Do not exceed 500 words.)*
- B. The governing body of the community has recently adopted a resolution indicating its commitment to the preservation of its heritage assets. *(Please include a signed and dated copy of the resolution.)*
- C. The community meets at least five of the criteria outlined below (with at least one from each specified category). *(Please check the criteria below under which you are seeking Preserve America Community designation. For each criterion, please provide a written description of no more than 250 words explaining how your community meets the criterion.)*

Category 1: Discovering Heritage Through Historic Places

- An ongoing, publicly available inventory of historic properties.
- A community-supported museum, interpretive facility, archive, or local history records collection (private or public).
- Active citizen volunteer involvement, such as a docent or guide program for interpretation of local history and culture, or volunteer participation in improving the condition of heritage assets within the community.
- Opportunities for children to learn about local heritage in the schools, through either established curriculum or special outreach activities.

Category 2: Protecting Historic Resources

- A local governmental body, such as a board or a commission, charged with leading historic preservation activities within the community.
- An adopted community-wide historic preservation plan that is being implemented.
- A historic preservation review ordinance and volunteer or professional staff to implement it.

Category 3: Promoting Historic Assets

- A local heritage tourism program or active participation in a regional program, with such promotional material as a walking/driving trail or tour itinerary, map of historic resources, etc.
 - A regularly scheduled heritage observance or event.
 - A historic preservation awards or recognition program.
- D. Submit three to five images that show people using and enjoying your historic cultural and natural resources (CD with digital images with a resolution of 300 dpi or greater, 4" x 6" color photographs, or slides) and provide caption and credit information for each.
- E. Provide approximately 100-200 words on the history of your community, including founding date, key events, evolution of the economy, and current population. This information will be edited and incorporated into profiles of designated communities (for examples see www.preserveamerica.gov/PACommunities.html).

5. ADDITIONAL SUPPORTING MATERIAL

Written endorsements by preservation organizations, civic organizations, members of Congress, and other elected officials are encouraged. *(Please provide copies of any letters of endorsement.)*

Documenting participation in other nationwide preservation programs is encouraged. *(Please let us know if your community is a Certified Local Government, a Main Street Community, a recipient of funds under the Save America's Treasures program, a recipient of Transportation Enhancements funding for historic preservation, etc.)*

(Brochures, additional photos, reports, publications, etc. may be appended if desired.)

6. RELEASE AUTHORIZATION

The undersigned gives the ACHP and the *Preserve America* Communities program absolute right to use, in whole and in part, all material submitted in furtherance of this application. All submitted materials become the property of *Preserve America*. Materials may be used in program activities, including publications and Web sites. *Preserve America* is given permission to make any editorial changes and/or additions to the subject material. The undersigned guarantees to have on file all necessary individual agreements and signatures to ensure *Preserve America* unencumbered use of all associated material.

7. SIGNATURE OF APPLICANT

The elected governing official of the community must sign and date this form.
Signatures must be original and in ink.

Signature: _____ Date: _____

Name (please print): _____

**Sample Resolution to Accompany Application for
Preserve America Community Designation**

WHEREAS, *Preserve America* is a White House initiative developed in cooperation with the Advisory Council on Historic Preservation, the U.S. Department of the Interior, and the U.S. Department of Commerce; and

WHEREAS, the goals of this initiative include a greater shared knowledge about our Nation's past, strengthened regional identities and local pride, increased local participation in preserving the country's irreplaceable cultural and natural heritage assets, and support for the economic vitality of communities; and

WHEREAS, this initiative is compatible with our community's interests and goals related to historic preservation; and

WHEREAS, designation as a *Preserve America* Community will improve our community's ability to protect and promote its historical resources; now therefore be it

RESOLVED, that the [City/County governing body] will apply for the designation of [City/County] as a *Preserve America* Community; and be it further

RESOLVED, that [City/County governing body] will protect and celebrate our heritage, use our historic assets for economic development and community revitalization, and encourage people to experience and appreciate local historic resources through education and heritage tourism programs.



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Preserve America Communities and Neighborhoods

Communities may apply for special designation as a *Preserve America* Community, which recognizes communities that:

- protect and celebrate their heritage;
- use their historic assets for economic development and community revitalization; and
- encourage people to experience and appreciate local historic resources through education and heritage tourism programs.

Benefits of designation include:

- White House recognition;
- a certificate of recognition;
- a *Preserve America* Community road sign;
- authorization to use the *Preserve America* logo on signs, flags, banners, and promotional materials;
- listing in a Web-based *Preserve America* Community directory;
- inclusion in national and regional press releases;
- official notification of designation to State tourism offices and visitor bureaus; and
- enhanced community visibility and pride.

Four application and designation cycles occur each year. The 2005 application deadlines are March 1, June 1, September 1, and December 1.

Because larger metropolitan areas tend to have distinct historic neighborhoods that are essentially communities within larger urban areas,

Designated *Preserve America* Communities

Preserve America Neighborhood Application and Guidance [in PDF]

Preserve America Community Application and Guidance [in PDF]

Sample *Preserve America* Communities Resolution [in Microsoft Word]

 Accessing the application and guidance document requires the free Acrobat Reader software. If you do not have this software, please visit Adobe to download **Acrobat Reader**, then install the software and return to this page.

For conversion of PDF to HTML, visit Access Adobe's free **conversion service**.



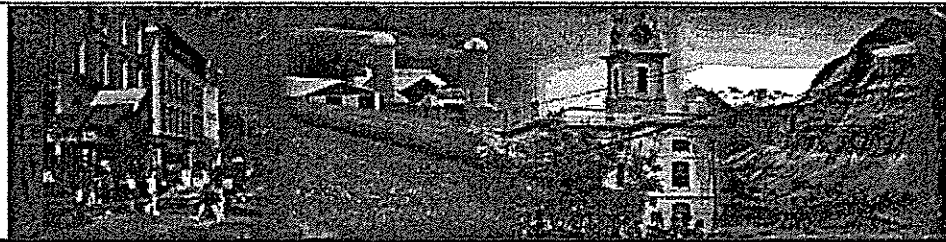
the *Preserve America* Community program was expanded July 26, 2005, to include the new ***Preserve America* Community Neighborhood** program.

In this program, neighborhoods in metropolitan areas with populations greater than 200,000 persons are eligible for this special designation.

For more information on the new *Preserve America* Community Neighborhood program, **read the press release** or **download the application and guidance** (*in PDF*).

Updated December 7, 2005

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Preserve America Executive Order

Signed by President Bush on March 3, 2003, Executive Order 13287, "Preserve America," complements the *Preserve America* initiative. The order:

- Provides leadership in preserving America's heritage by actively advancing the protection, enhancement, and contemporary use of the historic properties owned by the Federal Government, and promotes intergovernmental cooperation and partnerships for the preservation and use of historic properties.
- Directs Federal agencies to increase their knowledge of historic resources in their care and to enhance the management of these assets.
- Encourages agencies to seek partnerships with State, tribal, and local governments and the private sector to make more efficient and informed use of their resources for economic development and other recognized public benefits.
- Better combines historic preservation and nature tourism by directing the agencies to assist in the development of local and regional nature tourism programs using the historic resources that are a significant feature of many State and local economies.

Updated May 6, 2004

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Text of E.O. 13287: "Preserve America"